



MEMORANDUM

TO: Telecommunications Coordinators

FROM: Frank Cavallaro, Manager *F.C.*
Bureau of Communications and Computer Services

DATE: May 7, 2001

SUBJECT: Issuance of State of Illinois Telephone Directory

The timeline for printing a new State of Illinois Telephone Directory has been established and it is imperative that your agency's departmental and alphabetical listings in the Stonehouse MONIES (Management of Network Income Expense Services) system be updated. Making timely departmental and alphabetical changes in the MONIES system is of even greater importance now that this data base is used by the Governor's Illinois Technology Office for posting directory information on the home page of the state's web site (www.state.il.us). This web site is receiving over 800,000 hits per month making accurate directory entries a priority.

The target directory publication date is August 1, 2001, with copies available for distribution to state agencies and the public on September 1, 2001. In order to accomplish this task, the following schedule has been developed and will be enforced:

- May 7, 2001 Division of Telecommunications has enclosed departmental and alpha proofs to agencies
- May 23, 2001 Required return date for agencies **without MONIES access** to submit corrected proofs to Division of Telecommunications
- May 31, 2001 All departmental and alpha updates must be completed by all agencies
- June 5, 2001 Division of Telecommunications will mail second departmental and alpha proofs to agencies
- June 13, 2001 Required return date for agencies **without MONIES access** to submit corrected proofs to Division of Telecommunications
- June 20, 2001 All departmental and alpha updates must be completed by all agencies

- July 5, 2001 If necessitated, Division of Telecommunications will mail third departmental and alpha proofs to agencies
- July 19, 2001 Required return date for agencies **without MONIES access** to submit corrected proofs to Division of Telecommunications
- July 19, 2001 All departmental and alpha updates must be completed by all agencies

All agencies with access to MONIES through the Central Management Services (CMS) Data Center are required to make their own updates to both the departmental and alphabetical listings in the State of Illinois Telephone Directory. CMS no longer takes responsibility for the accuracy of the agency listings. As has been discussed in Telecommunication Coordinator meetings and in numerous publications, training is critical for all coordinators. Even experienced coordinators familiar with MONIES must have directory training (numerous system changes have been implemented) to correctly and efficiently enter directory information for publication and to continue updates for posting on the state's web site.

Experienced coordinators must complete directory training and coordinators unfamiliar with MONIES must first complete MONIES 101 training prior to attending directory classes. Please contact Steve Hayden, CMS Data Provisioning Manager at (217) 524-5033 to enroll. Steve can also be reached at steve_hayden@cms.state.il.us should you need additional information.

To assist agency Telecommunications Coordinators, two Division of Telecommunications employees have been dedicated full-time to the directory publication project. Linda Biddle [(217) 524-6668 or linda_biddle@cms.state.il.us] and Sue Hill [(217) 524-6666 or sue_hill@cms.state.il.us] are available to answer questions regarding MONIES entries and to assist agencies without MONIES access in completing all necessary departmental and alphabetical directory changes.

Please refer to the instruction sheet included with your departmental and alphabetical proofs for submitting documentation to the Division of Telecommunications for directory publication. Faxed responses requesting additions/corrections/deletions will not be accepted. Prior to the printing deadline, a final proof will be submitted for agency approval and authorization as each state agency is solely responsible for the accuracy of its own directory listings.

As you are aware, MONIES was updated to allow entry of email addresses. However, email information will **not** be included in the 2001 State of Illinois Telephone Directory, nor will it be made available on the state's home page at this time.